

FIRST LAST

Toronto, ON
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PROFESSIONAL SUMMARY

[Job title] with [X] years of experience in [industry]. Delivered [key result with a number] and [second result with a number]. Seeking a [target job title] role in [city, province]. Eligible to work in Canada.

CORE SKILLS

[Skill 1] • [Skill 2] • [Skill 3] • [Skill 4] • [Skill 5] • [Skill 6] • [Software / tool] • [Certification]

PROFESSIONAL EXPERIENCE

[Most Recent Job Title] — [Employer], [City, Province] [Mon YYYY] – Present

- [Action verb] [what you did] which [result], increasing [metric] by [X]%.
- [Action verb] [scope: team size, budget, volume] and delivered [outcome] within [timeframe].
- [Action verb] [process or system] that reduced [cost / time] by [\$X or X hours per week].
- [Action verb] with [teams / clients / stakeholders] to [outcome tied to a number].

[Previous Job Title] — [Employer], [City, Province] [Mon YYYY] – [Mon YYYY]

- [Action verb] [responsibility] serving [X] customers / files / units per [week or month].
- [Action verb] [initiative] that improved [metric] from [X] to [Y].
- [Action verb] [training, reporting, or compliance task] with [X]% accuracy.

[Earlier Job Title] — [Employer], [City, Province] [Mon YYYY] – [Mon YYYY]

- [Action verb] [core duty] and [measurable result].
- [Action verb] [contribution] recognized by [award / promotion / review score].

EDUCATION

[Degree / Diploma / Certificate] — [Institution], [City, Province], [YYYY]

[Credential or licence] — [Issuing body], [YYYY] (Canadian equivalency assessed by [WES / ICAS], if applicable)

ADDITIONAL INFORMATION

Certifications: [Certification], [Issuing body], [YYYY]

Languages: English (fluent), [Other language] ([level])

Volunteer: [Role], [Organization], [YYYY]–[YYYY]